

Heavy Duty Tractors & Vocational Vehicles - Verify Module

Manufacturer Information Meeting

January 8, 2015



Agenda

- Introduction
- CROMERR and User Registration
- Certification Support Documentation
- Draft Vehicle Family Dataset Screen Shots
- Request for Certificate Process Information and Draft Screen Shots
- Manufacturer Testing plan
- Information Sources
- Questions
- Appendix A – Request a Manufacturer Code through Verify



INTRODUCTION



CROMERR AND THE USER REGISTRATION PROCESS



Cross-Media Electronic Reporting Rule (CROMERR)

- What is CROMERR?
 - CROMERR (40 CFR Part 3) provides the framework for electronic reporting for all of the Environmental Protection Agency's (EPA) environmental regulations.
 - CROMERR establishes standards for information systems that receive reports and other documents electronically.
- Whom does it affect?
 - Regulated entities that submit reports and other documents to EPA under Title 40 of the Code of Federal Regulations.
 - States, tribes, and local governments that are authorized to administer EPA programs under Title 40.
- How does Verify implement CROMERR?
 - Verify implements CROMERR through its Request for Certificate Module Verify-RFC.
 - Applications are deemed final when a manufacturer submits a Request For Certificate (RFC).
 - An authorized “CROMERR Signer” must electronically sign that submission.



Verify/CROMERR User Roles

Functional Roles	Description
Company Authorizing Official (CAO)	Individual(s) responsible for identifying, vouching for, and managing the "Verify submitters" and "CROMERR signers". Also referred to as the "Company Approving Official"
Verify Submitter	Submitters of application information to Verify's Heavy-Duty Highway Tractors and Vocational Vehicles module.
CROMERR Signer	Individual(s) taking legal responsibility for that final submission and/or requesting a certificate through the Request for Certificate module. (Could be the same person as the Verify submitter.)



User Registration Process

- Assumptions:
 - All Heavy-Duty Highway Tractors and Vocational Vehicles submitters are currently registered Verify users.
 - A CAO was previously identified in the CROMERR package submitted to EPA
- Manufacturers will have to identify
 - Verify Submitters
 - CROMERR Signers



What Your Company Needs to do?

- For Users requesting the Verify Submitter Role, the Company Authorizing Official (CAO) will need to:
 1. Create a sponsor letter for the Verify Submitter.
 2. Complete the User Information spreadsheet with the “Heavy-Duty Highway Tractors & Vocational Vehicles” role selected.
 3. Mail package to the Verify Team.

- For Users requesting the Request for Certificate CROMERR Signer Role, the CAO will need to:
 1. Create a sponsor letter for the CROMERR Signer.
 2. Complete the User Information spreadsheet with the “Heavy-Duty Highway Tractors & Vocational Vehicles” role and CROMERR Signer role selected.
 3. Have user complete a CROMERR Electronic Signature Agreement (ESA).
 4. Mail package to the Verify Team.



CERTIFICATION SUPPORT DOCUMENTATION



Certification Support Documentation

- Documentation for Heavy Duty Tractors and Vocational Vehicles can be found at <http://epa.gov/otaq/verify/publications.htm#workdocuments>
 - Data Requirements (draft version on web)
 - Business Rules (draft version on web)
 - XML Schema (draft version on web)
 - Issue Tracker (coming in March)
 - CROMERR User Registration Information(on web)



Draft Screen Shot of General Info Tab

Certification Information Submission

* or * = required field

+ = CTRL-click to select multiple values

? Help

General Information

Emission Control System

Special Technologies

Modeling Data

A/C System

General Information

EPA Manufacturer Code

EPA

Process Code* :

Select

Model Year* :

Select

Vehicle Family* :

Running Change Type+ :

FEL = FEL Update
TIRE = Tire Update (Change, delete, or add additional, tire information)
AECD = Auxiliary Emission Control Device (AECD) Update
GEM = GEM Update

Comments for Running Change or Correction * (1000 characters available)

Vehicle Regulatory Sub-category
Type* :

Select

Vehicle Fuel*+ :

G = Gasoline
D = Diesel
M = Methanol
E = Ethanol

Useful Life (UL) (miles)* :

Select

Averaging Set :

Select

Evaporative Emission System
Indicator* :

Select



Draft Screen Shot of General Info Tab (Continued)

Evaporative Family Name		+ Add	
<input type="text"/>		Delete	
C02 Emission Standard (g/ton-mile)* :	<input type="text"/>	Are you Certifying to a Higher Vehicle Service Class?* :	Select ▼
Lowest Projected C02 Family Emission Limit (g/ton-mile)* :	<input type="text"/>	Highest Projected C02 Family Emission Limit (g/ton-mile)* :	<input type="text"/>
Highest Projected Sales Volume C02 Family Emission Limit (g/ton-mile)* :	<input type="text"/>	Estimated Total U.S. Production Volume* :	<input type="text"/>
Production Start Date (MM/DD/YYYY)* :	<input type="text"/>	Production End Date (MM/DD/YYYY)* :	<input type="text"/>
Are you a Secondary Vehicle Manufacturer?* :	Select ▼	Original Vehicle Manufacturer Name :	<input type="text"/>
Trade Name of Vehicles in Family* :	<input type="text"/>		
Typical Application Description * (500 characters available)			
<input type="text"/>			



Draft Screen Shot of General Info Tab (Continued)

Are you using an EPA Assigned Deterioration Factor? * :

Additive Deterioration Factor Value :

Multiplicative Deterioration Factor Value :

Vehicle Family Comments (4000 characters available)

Vehicle Assembly Plant Name *+ :

Agent for Service in U.S. Name * :

Port-Import Information

U.S. Port of Import - Name *	City *	State *	+ Add
<input type="text"/>	<input type="text"/>	<input type="button" value="Select"/>	<input type="button" value="Delete"/>



Request for Certificate Process Information and Draft Screen Shots



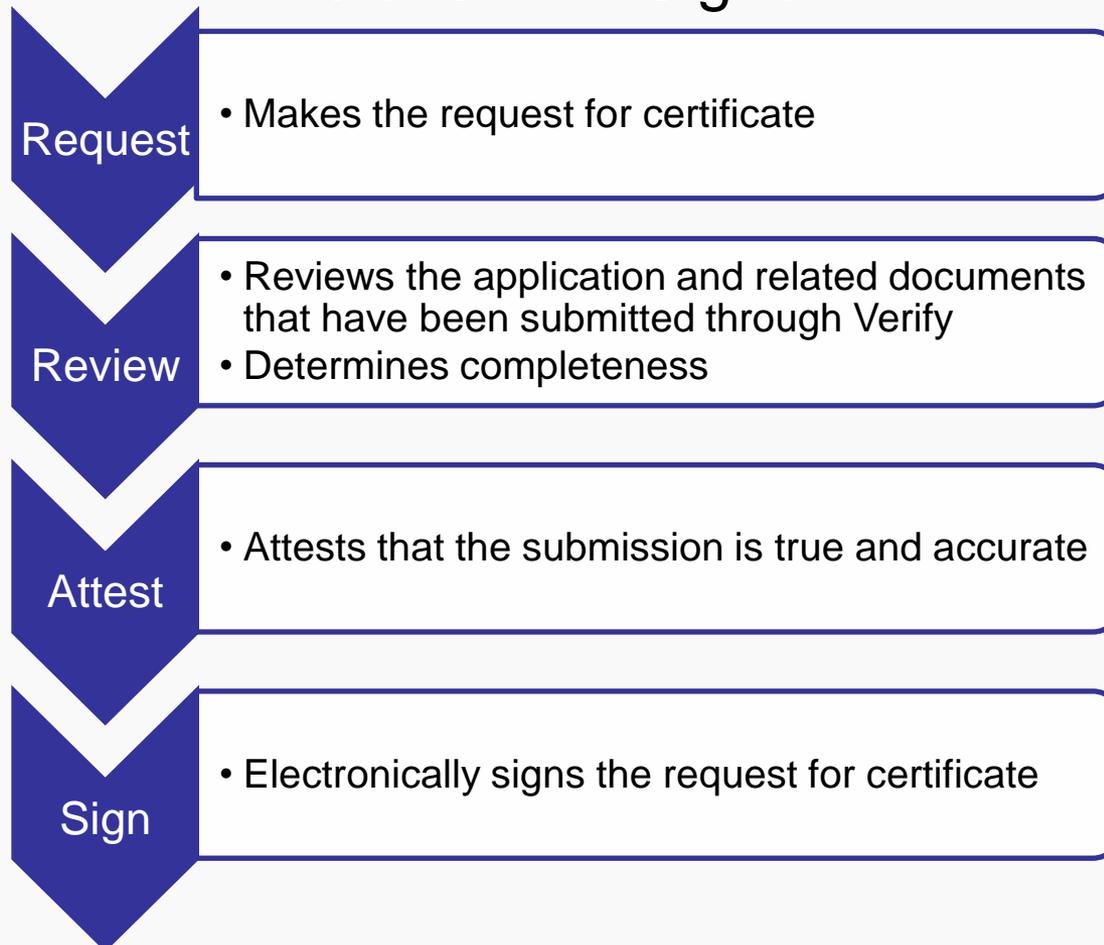
Request for Certificate Process

- Prerequisites
 - Vehicle Family Dataset for the family being certified must have been accepted by the system.
 - All of the required documents must have been submitted.
 - User must have the Verify Request for Certificate CROMERR Signer Role.



CROMERR Signer Role in Request for Certificate Module

The CROMERR Signer





Request for Certificate Process

CDX Home About CDX Recent Announcements Terms and Conditions FAQs Help

Logged in as MHEESEVRF (Log out)

Central Data Exchange

Contact Us
Last Login: 8/18/2014 9:46:58 AM

MyCDX | Inbox | My Profile | Reg Maint | Role Sponsorship | Submission History

Services

Manage Your Program Services

Status	Program Service Name	Role(s)
	Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)	CROMERR Signer

Add Program Service

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

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From Your MyCDX page select the link for the CROMERR Signer Role



Request for Certificate Process

Enter the appropriate information for the family you want to certify.

The screenshot shows the EPA VERIFY "Request for Certificate" process. The header includes the EPA logo, "VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM", and user information: "My CDX CDX Inbox Welcome, SADDEPALLI2! Manufacturer: C IC Logout".

The process flow consists of six steps: 1. Identify, 2. Documents, 3. Statements, 4. Confirm, 5. eSignature, and 6. Complete. Step 1 is currently active.

The "General Information" section contains the following fields:

- Process Code *: Request for New Certificate (dropdown menu)
- Industry *: Heavy-Duty Highway Tractors & Vocational Vehicles (dropdown menu)
- Model Year *: 2014 (dropdown menu)
- Vehicle Family *: (empty text input field)

A "Next" button with a right arrow is located at the bottom right of the form.



Request for Certificate Process

The screenshot shows the EPA Verify "Request for Certificate" process. At the top, there is a navigation bar with the EPA logo, "VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM", and user information: "My CDX CDX Inbox Welcome, SADDEPALLI21 Manufacturer: C 9C Logout". Below this is a progress bar with six steps: 1. Identify, 2. Documents, 3. Statements, 4. Confirm, 5. eSignature, and 6. Complete. The "Identify" step is currently active. A red error message is displayed: "RFC-GEN-BR002 - Vehicle Family Name (RFC-5) is required for the selected Industry Name (RFC-3)". Below the error is a "General Information" section with three dropdown menus: "Process Code *" (set to "Request for New Certificate"), "Industry *" (set to "Heavy-Duty Highway Tractors & Vocational Vehicles"), and "Model Year *" (set to "2014"). There is an empty text input field for "Vehicle Family *". A green "Next" button with a right arrow is at the bottom right of the form.

Any errors with the information you entered will appear at the top of the screen. Correct the errors and click 'Next'.



Request for Certificate Process

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

Review Industry Information - Click to Hide Information

Process Code	Request for New Certificate	Vehicle Family	EC SCN2.14XVS
Industry	Heavy-Duty Highway Tractors and Vocational Vehicles		
Model Year	2014		

Compliance Documents

Select the document(s) below by clicking the check box or box area. Sort the document(s) by clicking the ▲ up arrow (ascending) and the ▼ down arrows (descending). You can open the documents by clicking the file name or document title in bold text.

Filter:

CSI REPORT Clear

File Name ▲ ▼	Document Title ▲ ▼	Document Type ▲ ▼	Date ▲ ▼
<input checked="" type="checkbox"/> CSI-ECSCN2.14XV S.pdf	CSI-ECSCN2.14XVS.pdf	CSI REPORT	12/10/2014

Select any documents that are related to the vehicle family. Certain documents may be required based on the details of the family you are certifying.



Request for Certificate Process

Enter the Introduction to Commerce Date and attest to any applicable Compliance Statements.

EPA VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SADDEPALLI! Manufacturer: CSC Logout

Request for Certificate

Identify Documents **Statements** Confirm eSignature Complete

[+ Review Industry Information](#) [+ Click to View Information](#)

[+ Review Compliance Documents](#) [+ Click to View Information](#)

Compliance Statements

1. Introduction to Commerce Date

2. I unconditionally certify that this vehicle family complies with all of its applicable regulations and the Clean Air Act. *

[← Back](#) [Review →](#)



Verify Manufacturer Testing Information

- If interested in participating in Verify testing, send an email to verify@epa.gov by February 13, 2015 with the following information:
 - Email Subject: Heavy Duty Tractor & Vocational Vehicle Certification System Testing.
 - Submit your completed user registration form found at:
<http://epa.gov/otaq/verify/documents/cromerr-user-info-20141222.xls>.
- Testing will be held in March 2015.
- Follow-up meetings will be held on Tuesdays and Thursdays at 2PM EDT.
- Record any issues you find on the provided issue tracker spreadsheet.
- All issue trackers are due by 3PM EDT Mondays and Wednesday, but we prefer to have them sent on a daily basis so we can review any issues.
- Send issue trackers to verify@epa.gov and cc your Compliance Rep.
- If you have any problems during testing contact your Compliance Rep.
- Questions regarding testing
 - Contact Holly Pugliese at pugliese.holly@epa.gov



Information Sources

- Verify Website: www.epa.gov/otaq/verify
- Verify Listserver:
https://lists.epa.gov/read/all_forums/subscribe?name=verify
- Manufacturer Guidance letters:
www.epa.gov/dis



QUESTIONS



APPENDIX A- REQUEST A MANUFACTURER CODE



Request a Manufacturer Code through Verify

- To submit to Verify you must have a manufacturer code existing in Verify.
- The latest instructions to get a manufacturer code are posted at <http://www.epa.gov/otaq/verify/mfr-code.htm>.
- You can contact the Verify Helpdesk at verifyhelp@csc.com for additional assistance.